

## Minutes

### Contoocook Village Precinct Monthly Meeting

January 10, 2012  
APPROVED

There was a meeting of the Contoocook Village Precinct Commissioners on Tuesday January 10, 2012. The meeting was held at the Slusser Center and began at 7 P.M. Bill Chapin, Mark Hemmerlein, Tom Yestramski, Steve Clough, and Kathy Donohoe were present.

Kathy provided a year end profit and loss statement with all of the final information for 2011 and the commissioners signed the bills and manifests. Mark went over the expenditures from the Capital Reserve account for 2010 and 2011. There were appropriations of \$100,000 from taxes and fees in 2010 and 2011, plus \$58,700 from an old expendable trust account (closing that account in 2011), and \$60,000 from the uncommitted fund balance at the beginning of 2011 that have been transferred into the Reserve account. There was about \$272,000 spent in 2010 and 2011 on the meter project, hydrants and pits, and engineering fees. \$343,500 was pulled from the Reserve to fund these expenditures. The Commissioners approved a \$72,000 transfer (the excess) from the 2011 operating budget back to the Reserve Fund. The fund balance at the end of 2011 is approximately \$218,135.

Mark went over the final draft of the proposed 2012 budget. The income estimates have been estimated on the new water service rates for 2012 and the small increase in tax rate (\$.07/1,000). There were only minor adjustments made in most lines based on the expenditures of 2008-2011. The \$1,800 was removed from 4196.04 (property insurance) and the amount to be raised by taxes was reduced by a like amount. About \$10,000 was added to the filter plant maintenance line to rebuild the filters and if there are additional costs they will be worked out from capital reserve. There is \$168,318.10 budgeted as capital outlay to complete the meter project and fund the current engineering scope. This amount is to come from the Capital Reserve account. There is also \$200,000 budgeted to be transferred to the Capital Reserve account in 2012 (This will come from taxes and fees).

Bill made a motion to approve the 2012 proposed budget as amended, Tom seconded the motion, and the vote was unanimous. Mark will present the approved budget to the Hopkinton Budget Committee. Kathy left the meeting at 7:30 P.M.

Bill made a motion to approve the December Minutes, Tom seconded the motion, and the vote was unanimous. Steve went over the status of the meter project and the current schedule to complete the installations and implement the software. Steve also

explained the quote from Dick Schoch to replace the second propane heater at the filter plant. It is a little more expensive than the first one because it has to be relocated to meet current codes. The Commissioners approved the installation.

Steve went over the details of the Sanitary Survey from NHDES, which is conducted every three years, by an engineer from the Drinking Water Bureau. Projects, fees, infrastructure, operation, etc were all reviewed. It may take a few months but when the report by NHDES is completed there shouldn't be any deficiencies. Steve briefly went over the Cross Connection Plan that has been in works for several years. It has been reviewed by NHDES and their comments have been incorporated into the final draft. Bill made a motion to adopt the "Cross-Connection Control Program," Tom seconded the motion, and the vote was unanimous. The commissioners signed the document and Steve will submit it to NHDES,

Overall insurance was discussed. There seems to be complete coverage in all areas and the precinct has been informed by the carrier, The Local Government Center, that the filtration plant is properly insured for replacement value. Bill thought that we should make it a priority for 2012 to make sure that all assurances were in fact confirmed by the wording in the insurance policies.

Mark presented a draft of the annual report by the Contoocook Village Precinct Commissioners and it was reviewed. A few comments were made and accepted. The report was approved for submittal for the Hopkinton Town Report. Mark has reserved the Community Room at the Library for the Precinct's Annual Meeting on March 21, 2012. The warrant and posting will be discussed at the February meeting.

Mark informed Bill and Tom that he would not be running for re-election as a Commissioner in 2012. The other Commissioners were disappointed but understood Mark's commitment to his family and appreciated the amount of time that Mark has had to spend on his duties as a Precinct Commissioner. Mark has a possible replacement in mind and Bill and Tom will contemplate other potential candidates.

The meeting adjourned at approximately 8:30 P.M.

Steve Clough, Precinct Superintendent, drafted these minutes.

